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17 October 1955

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. Presentation of a project for extending FBID propaganda analysis to cover Communist publications is being held pending an Inspector General survey of FBID commencing in late October. It is planned to initiate separately the scrutiny of a modest number of these publications in the field. The principal burden of this activity will probably fall on the Austrian Bureau and require additional native staff. New requirements also are being placed on the German and Saigon Bureaus for Communist press coverage. Steps toward coordination with the analysis of the Chinese Communist press done by the U.S. Consulate General in Hong Kong are illustrated in the Consulate's comments on FBIS reports, in the FBIS reply to a Consulate Consumers Questionnaire and in a visit to the Consulate by [redacted] en route to his new post as Chief, Okinawa Bureau. [redacted]

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2. The overthrow of the Peron regime in Argentina and the establishment of the Lonardi government was covered with the full resources of the East and West Coast Bureaus. The patterns of coverage and utilization of monitoring and editorial staffs were modified in both bureaus to provide maximum exploitation of whatever relevant broadcasts might be monitorable. The peak of FBIS B-wire coverage on these events averaged 7500 words per day. All concerned are commended for their handling of this material. [redacted]

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3. FBIS will provide a special wire service to the U.S. delegation at the Foreign Ministers' Conference at Geneva similar to that provided the Summit Conference Delegation in July. This service will commence 26 October and will consist of a daily summary plus spot items and

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propaganda reports when warranted. Although the ambassadorial conference with the Chinese Communists in Geneva will be suspended during the Foreign Ministers' Conference, a small secretariat will be maintained and the selective FBIS wire service to the latter will also continue. [redacted]

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4. Hokkaido Bureau submitted its extensive information files on the Chita Oblast, produced by monitors for internal bureau use, for review of possible interest in Washington. These files were made available to the Office of Research and Reports for examination. [redacted]

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6. Informal word was received that the Navy would accommodate the proposed FBIS Latin-American cruising post at its station in Puerto Rico. A formal list of logistical support requirements was presented to the Navy. An FBIS cruising monitor will initially be sent on TDY up to six months before a permanent commitment is made. [redacted]

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7. The German Bureau completed technical installation and physical arrangements and has moved to better quarters in Annex A of the I.G. Farben building. [redacted]

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8. Okinawa construction status on 30 September was as follows: [redacted]

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A. The water well at the operations site is completed and in operation.

B. The six duplex houses under construction were 32% complete, and the two BOQ's were 45% complete.

C. Preliminary planning for the final Okinawa housing project is in progress at the Okinawa Bureau. It is expected that a project will be submitted early in calendar 1956.

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9. In order to more closely align the FBIS Headquarters Technical Information Section to the work of the Editorial Branch and the production of the Daily Report, this unit was transferred from the Liaison and Reference Staff to the Publications Section, Editorial Branch, effective 15 September 1955. The Liaison and Reference Staff was re-designated the Liaison Staff. [REDACTED]

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10. On 26 September Printing Services Division commenced processing of the FBIS Daily Report on the evening shift. All stencils are picked up in one bundle at 1600 daily for delivery to the plant. The new system provides greater flexibility and permits increased volume without delaying receipt by users. [REDACTED]

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EDITORIAL COMMENT [REDACTED]

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1. All Bureaus

a. Beginning on page 5 of the Letter of Instruction dated 15 July 1955 the proper form for corrections is discussed. Not all Bureaus are complying with that request for corrections which can be handled quickly in Washington, so the request is reviewed herewith.

In order to speed up Washington handling of corrections, the correction as prepared in the Field should mention the filing number of the item to be corrected, the name of the editor, an abbreviated logo, provide a clue as to the nature of the material, and indicate clearly what change is to be made in the original item. The following is an example of what is needed:

IN [REDACTED] BELGRADE TANYUG ENGLISH MORSE
TO NORTH AMERICA 201230 TITO INTERVIEW SECOND GRAF
FOURTH LINE MAKE READ XXX WOULD HAVE NO EFFECT ON THE
FUTURE COURSE OF RELATIONS WITH THE UNITED STATES XXX
CHANGING QUOTE WITH THE USSR UNQUOTE TO QUOTE WITH THE
UNITED STATES UNQUOTE

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It is not sufficient to conclude a correction by saying "instead of as sent" or "substituting for present wording."

b. To check what appears to be a developing misinterpretation of FBIS policy regarding "Briticisms," this clarification is

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presented:

1. When Briticisms involve choice of spelling only, American spelling is to be substituted regardless of origin or language.

2. When Briticisms involve phraseology and are foreign to the original text--such as those injected by BBC monitors into material translated from the Russian language--they are to be changed to American phraseology.

3. When Briticisms are indigenous to the original text, they belong there and are not to be changed. If for example a British-trained radio speaker broadcasting in English uses the term "tabled" in lieu of the American term "introduced," the field editor in textual treatment of the item would insert a clarifying editorial note, but the word "tabled" cannot be changed in text without compromising the validity of the intercept.

c. The German, London, and East Coast Bureaus are commended for their coverage of Adenauer's trip to Moscow and ensuing developments. Mediterranean, London, and the East Coast Bureaus are commended for their coverage of Moroccan and Middle East Developments; and West Coast and East Coast are commended for their coverage of Peron's downfall and the establishment of the provisional government in Argentina.

2. European Bureaus

USIA has recently emphasized its interest in our regular coverage of all possible West European press reviews and has expressed appreciation for all that we are able to do for them in this respect. All concerned should continue to be alert to this need.

3. London Bureau

a. The Washington production line for Economic Abstracts cannot handle economic briefs over twenty lines long. It is requested, therefore, that economic briefs (destined for cards and not the DAILY REPORT) not be filed until they have been briefed down to twenty lines or less or separated into two or more short briefs.

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b. The logograph "Warsaw, PAP, Dictation in Polish to Europe" was substituted for "Warsaw, PAP, in Polish at Dictation Speed to Europe" over a year ago. It is requested that the new form be used consistently.

c. The following is quoted from a college handbook of writing.

"A pronoun should refer unmistakably to its antecedent and should follow it closely....

"Avoid indefinite reference.

Wrong: He said that there would be a long lesson for Tuesday. This filled me with dismay.

Right: He said that there would be a long lesson for Tuesday. This announcement filled me with dismay.

"Avoid reference to a word in a subordinate construction.

Wrong: In Dicken's novel A Tale of Two Cities, he tells many interesting incidents of the French Revolution.

Right: In Dicken's novel A Tale of Two Cities, are related many interesting incidents of the French Revolution."

The relation of the above to the following is clear.

Wrong: Satellite radios hail the rejection of the American demand that American prisoners in China be released immediately. This is denounced as....

Right: Satellite radios hail the rejection of the American demand that American prisoners in China be released immediately. The American demand is denounced as

Wrong: Moscow broadcasts a Zhukov commentary in which he notes....

Right: Moscow broadcasts a Zhukov commentary which notes....

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4. Mediterranean Bureau

Tito should be referred to as President of the Republic and of the Federal Executive Council in Yugoslavia. His immediate subordinates in the Council should be called vice presidents. Similarly, the deputy leaders of the various Republican assemblies should be called vice presidents of the assemblies and not vice chairmen. It is requested that this nomenclature be used in order that we shall conform with U.S. State Department usage and the custom of TANYUG's English-language transmissions.

5. West Coast Bureau

a. Editors are cautioned against misslugging VIETNAM PRESS AGENCY material, which sometimes arrives with the Communist slug "VIETNAM NEWS AGENCY."

b. Briefing by the Bureau of all material which lends itself to briefing is good practice, but it is particularly desirable over the weekends. It is requested, therefore, that further condensation of the week-end file be brought about through briefing everything briefable. This request is made by both the Latin American Unit and the Far East Section.

6. Tokyo Bureau

The impression at Headquarters is that the Bureau tends to overfile, particularly over the week ends. Following are some suggestions which may be worth consideration when the amount of non-Communist material available for filing is heavy:

1. Condense wherever possible.
2. Avoid needless repetition which sometimes occurs when a non-critical development in the news is handled on a spot-filing basis.
3. Generally minimize straight reportage on events occurring in other countries, particularly in the United States when it is reasonable to assume that such information is available to us from the source.
4. Eliminate radio commentaries of dubious value.
5. Summarize or excerpt press reviews which are not worth processing in their entirety. So far as Communist material is concerned, we would welcome more rather than less.

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7. Hokkaido Bureau

Editors are requested to adhere to Brief format by preceding each brief with a two- or three-word identifying phrase.

PROPAGANDA ANALYSIS COMMENT

1. Radio Propaganda Branch now has the responsibility for scrutiny and analysis of Communist publications from the propaganda viewpoint, and new requirements for Communist press coverage are being placed on the Austrian, German and Saigon Bureaus. Full implementation of the project providing facilities to discharge this responsibility is being held up pending a visit to the Division by the Inspector General. [redacted]

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2. In response to an Agency request in connection with a proposed exhaustive interdepartmental study of Soviet activities in Austria during the ten years of occupation, FBID recommended that its contribution be limited to an analysis of radio propaganda and furnishing terms of reference for other propaganda analysis. This analysis could be performed largely at the London Bureau by temporarily augmenting the foreign national staff and deferring less urgent analysis projects. Inaccessibility of complete files of the Soviet-sponsored press and staff limitations in Vienna would preclude a greater FBIS participation. [redacted]

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3. Procedures for quantitative evaluation of Chinese Communist radio propaganda have been revised to reduce the burden on field bureaus of coding and tabulation and to yield results better comparable to measurements used for Soviet broadcasts. Data from the new system were published for the first time in the 5 October Peking Trends and Highlights. [redacted]

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4. Mediterranean Bureau's excellent editorial report on the consecration of the Armenian Catholics, especially its observations on dialect and peculiarities of the announcer's description, was particularly useful for analytical purposes. [redacted]

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5. FYI's will be required reporting Satellite and Communist clandestine treatment of the forthcoming Big-Four Foreign Ministers' conference. Such reports will be more valuable if they are tightly written but specific, list commentators and papers, describe handling of all Big-Four statements and indicate volume and substance of comment. [redacted]

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6. Propaganda Reports issued during the month examined divergent Chinese Communist pronouncements on foreign policy and defense, studied the Soviet attitude toward disarmament, reported on the retirement of Stakhanovism from Soviet propaganda, and described Soviet treatment of the agricultural exchange. Typescript papers traced the persistence of the Geneva spirit in Communist propaganda and made observations on aspects of Satellite policy. [redacted]

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ADMINISTRATION [redacted]

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1. FBIS Administrative Office has on file Mutual of Omaha identification cards for FBIS employees who are overseas. Each member of that hospitalization plan may claim his card upon return to the United States. These cards are only for identification purposes in the States and are not a substitute for payment.

2. As suggested by several Bureaus, the problem presented by expiring special passports was referred to the appropriate officials. The Division was advised that this has from time to time been considered by the Department of State as an economy move, but to date there is no intention of changing the validity period time. All employees should, therefore, insure that they and their dependents file applications in sufficient time to receive new special passports before travel commences.

3. The following FBIS issuances have not previously been reported:



Distribution F-3
F-6 (Bureaus)
F-3

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PERSONNEL CHANGES [redacted]

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1. New Employees:

Assignment:



Clerk Typist

Editorial Branch

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Prop. Anal Off.

Radio Propaganda Branch

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Prop. Anal Off.

Radio Propaganda Branch

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2. Reassignments:

<u>From:</u>	<u>To:</u>
Info Sp(For Bdcst) West Coast Bureau	Info Sp(For Bdcst) Editorial Branch
Info Sp(For Bdcst) East Coast Bureau	Info Sp(For Bdcst) Editorial Branch
Info Sp(For Bdcst) Editorial Branch	Info Sp(For Bdcst) East Coast Bureau
Electron Eng (Radio) Okinawa Bureau	Electron Eng (Radio) East Coast Bureau
Info Sp(For Bdcst) West Coast Bureau	Info Sp(For Bdcst) Tokyo Bureau
Info Sp(For Bdcst) Editorial Branch	Info Sp(For Bdcst) West Coast Bureau
Teleg Typwr Opr East Coast Bureau	Clerk Typist Engineering Staff
Info Sp(For Bdcst) Editorial Branch	Info Sp(For Bdcst) Austrian Bureau
Info Sp(For Bdcst) Austrian Bureau	Info Sp(For Bdcst) Editorial Branch
Info Sp(For Bdcst) Tokyo Bureau	Info Sp(For Bdcst) West Coast Bureau

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3. Transfers:

<u>From:</u>
Clerk(Steno) Field Operations Staff
Teleg Typwr Opr. East Coast Bureau

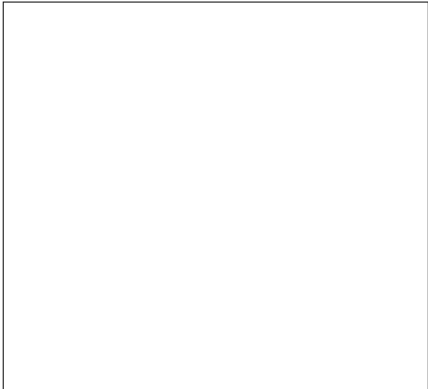
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4. Separations

<u>From:</u>
Secretary(Steno) Administrative Staff

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Librarian
East Coast Bureau

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Info Sp(For Bdest)
London Bureau

Info Sp(For Bdest)
London Bureau

Clerk Typist
Administrative Staff



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